

Benefit Premium ~ Under 30 Process EE Pays Employer Portion in Arrears

STEP 1: RUN the Under 30 Hour Report each week EE's are paid in standard compute cycle

STEP 2: Complete the GAO 73B Form / submit to GAO by end of Friday

STEP 3: GAO will then charge the employee the employer portion and refund agency on the following compute cycle

| PAYPERIOD / EE NOT PAID 30 HOURS (e.g. LWOP) | | | Date to Datawarehouse Report Under 30 Hours (compute week) | | Payperiod Dates to Use Under 30 Hour Warehouse Report AND GAO73B FORM | | GAO-73B OTD Date (auto populates) Paydate premium was originally paid by agency. | GAO-73B Submission Deadline Date to GAO |
|--|-----------------------|---------------------|--|------------|---|---------------------|--|---|
| EE Paycheck Date | PAY PERIOD START DATE | PAY PERIOD END DATE | Start Date **** Run Thursdays due to Warehouse delays | Due Date | PAY PERIOD START DATE | PAY PERIOD END DATE | OTD DATE | GAO 73B DUE DATE |
| 1/14/2021 | 12/26/2020 | 1/8/2021 | Not Applicable / Transition Period | | Not Applicable / Transition Period | | Not Applicable / Transition Period | Not Applicable / Transition Period |
| 1/28/2021 | 1/9/2021 | 1/22/2021 | 1/28/2021 | 1/29/2021 | 1/9/2021 | 1/22/2021 | 1/14/2021 | 1/29/2021 |
| 2/11/2021 | 1/23/2021 | 2/5/2021 | 2/11/2021 | 2/12/2021 | 1/23/2021 | 2/5/2021 | 1/28/2021 | 2/12/2021 |
| 2/25/2021 | 2/6/2021 | 2/19/2021 | 2/25/2021 | 2/26/2021 | 2/6/2021 | 2/19/2021 | 2/11/2021 | 2/26/2021 |
| 3/11/2021 | 2/20/2021 | 3/5/2021 | 3/11/2021 | 3/12/2021 | 2/20/2021 | 3/5/2021 | 2/25/2021 | 3/12/2021 |
| 3/25/2021 | 3/6/2021 | 3/19/2021 | 3/25/2021 | 3/26/2021 | 3/6/2021 | 3/19/2021 | 3/11/2021 | 3/26/2021 |
| 4/8/2021 | 3/20/2021 | 4/2/2021 | 4/8/2021 | 4/9/2021 | 3/20/2021 | 4/2/2021 | 3/25/2021 | 4/9/2021 |
| 4/22/2021 | 4/3/2021 | 4/16/2021 | 4/22/2021 | 4/23/2021 | 4/3/2021 | 4/16/2021 | 4/8/2021 | 4/23/2021 |
| 5/6/2021 | 4/17/2021 | 4/30/2021 | 5/6/2021 | 5/7/2021 | 4/17/2021 | 4/30/2021 | 4/22/2021 | 5/7/2021 |
| 5/20/2021 | 5/1/2021 | 5/14/2021 | 5/20/2021 | 5/21/2021 | 5/1/2021 | 5/14/2021 | 5/6/2021 | 5/21/2021 |
| 6/3/2021 | 5/15/2021 | 5/28/2021 | 6/3/2021 | 6/4/2021 | 5/15/2021 | 5/28/2021 | 5/20/2021 | 6/4/2021 |
| 6/17/2021 | 5/29/2021 | 6/11/2021 | 6/17/2021 | 6/18/2021 | 5/29/2021 | 6/11/2021 | 6/3/2021 | 6/18/2021 |
| 7/1/2021 | 6/12/2021 | 6/25/2021 | 7/1/2021 | 7/2/2021 | 6/12/2021 | 6/25/2021 | 6/17/2021 | 7/2/2021 |
| 7/15/2021 | 6/26/2021 | 7/9/2021 | 7/15/2021 | 7/16/2021 | 6/26/2021 | 7/9/2021 | 7/1/2021 | 7/16/2021 |
| 7/29/2021 | 7/10/2021 | 7/23/2021 | 7/29/2021 | 7/30/2021 | 7/10/2021 | 7/23/2021 | 7/15/2021 | 7/30/2021 |
| 8/12/2021 | 7/24/2021 | 8/6/2021 | 8/12/2021 | 8/13/2021 | 7/24/2021 | 8/6/2021 | 7/29/2021 | 8/13/2021 |
| 8/26/2021 | 8/7/2021 | 8/20/2021 | 8/26/2021 | 8/27/2021 | 8/7/2021 | 8/20/2021 | 8/12/2021 | 8/27/2021 |
| 9/9/2021 | 8/21/2021 | 9/3/2021 | 9/9/2021 | 9/10/2021 | 8/21/2021 | 9/3/2021 | 8/26/2021 | 9/10/2021 |
| 9/23/2021 | 9/4/2021 | 9/17/2021 | 9/23/2021 | 9/24/2021 | 9/4/2021 | 9/17/2021 | 9/9/2021 | 9/24/2021 |
| 10/7/2021 | 9/18/2021 | 10/1/2021 | 10/7/2021 | 10/8/2021 | 9/18/2021 | 10/1/2021 | 9/23/2021 | 10/8/2021 |
| 10/21/2021 | 10/2/2021 | 10/15/2021 | 10/21/2021 | 10/22/2021 | 10/2/2021 | 10/15/2021 | 10/7/2021 | 10/22/2021 |
| 11/4/2021 | 10/16/2021 | 10/29/2021 | 11/4/2021 | 11/5/2021 | 10/16/2021 | 10/29/2021 | 10/21/2021 | 11/5/2021 |
| 11/18/2021 | 10/29/2021 | 11/12/2021 | 11/18/2021 | 11/19/2021 | 10/29/2021 | 11/12/2021 | 11/4/2021 | 11/19/2021 |
| 12/2/2021 | 11/13/2021 | 11/26/2021 | 12/2/2021 | 12/3/2021 | 11/13/2021 | 11/26/2021 | 11/18/2021 | 12/3/2021 |
| 12/16/2021 | 11/27/2021 | 12/10/2021 | 12/16/2021 | 12/17/2021 | 11/27/2021 | 12/10/2021 | 12/2/2021 | 12/17/2021 |
| 12/30/2021 | 12/11/2021 | 12/24/2021 | 12/30/2021 | 12/31/2021 | 12/11/2021 | 12/24/2021 | 12/16/2021 | 12/31/2021 |
| 1/13/2022 | 12/25/2021 | 1/7/2022 | 1/13/2022 | 1/14/2022 | 12/25/2021 | 1/7/2022 | 12/30/2021 | 1/14/2022 |